

# California Department of Veterans Affairs



*Serving Veterans Since 1946*

- Classification:** **Executive Secretary I (\$2822 - \$3431)**  
Permanent, Full-Time
- Location:** Veterans Home of California, Chula Vista  
Chula Vista, CA
- Who Should Apply:** Current State employees within this classification or those who are eligible on a certification list, transfers, or reinstatement. **SROA PROVISIONS APPLY.**
- Duties and Responsibilities:** *Under general direction from the Administrator:*
- Handle a variety of public contacts by telephone and in person. Screen all inquiries of callers who wish to speak to or see the Administrator.
  - Compose, review and type correspondence, memos, reports generated by the Administrator.
  - Attend weekly, monthly, and quarterly staff meetings. Assemble agenda items. Take notes and summarize into minutes for appropriate distribution.
  - Maintain Administrator's appointment calendar, scheduling all meetings and appointments as appropriate. Alert Administrator of scheduled commitments and assist in compiling background materials needed for each commitment.
  - Maintain confidential and administrative files.
  - Provide technical and administrative support to Assistant Administrator and other office secretaries.
- Desirable Qualifications:**
- Knowledge of modern office methods, supplies and equipment, including Microsoft computer programs.
  - Ability to read and write English at a level required for successful job performance.
  - Ability to utilize tact, good judgment and patience.
  - Ability to utilize a wide knowledge of vocabulary, grammar and spelling.
  - Communicate effectively, follow oral and written directions.
  - Ability to take dictation at 110 words per minute.
- How to Apply:** Candidates should submit a State Application (STD. 678) and résumé to:
- Department of Veterans Affairs  
Veterans Home of California, Chula Vista  
700 East Naples Court  
Chula Vista, CA 91911  
**Attn: Pam Aikman**

**Inquiries:**  
Voice: (619) 482-6027  
TDD: (916) 653-1966
- Final Filing Date:** **Until Filled**